

**USDA
OFFICE OF THE CHIEF FINANCIAL OFFICER
CONTROLLER OPERATIONS DIVISION**

Customer Fact Sheet for Business Continuity

Hurricane Season June 1 – November 30

This fact sheet is designed to provide up-to-date information on our operations, employees, and facilities to our USDA customers when a declared or anticipated disaster may disrupt Controller Operations Division (COD) processes at the National Finance Center facilities in New Orleans, Louisiana. COD will implement a phased deployment strategy that will allow our employees to relocate to our Alternate Work Site facilities while continuing to provide customer service. Our goal is to position employees and continue operations in a manner that is transparent to our customers.

Alternate Work Site Locations

Grand Prairie, Texas:	Administrative Payments Branch IPAC Control Branch
Smyrna, Georgia:	Accounting Processing Branch Cash Reconciliation Branch Customer Liaison and Training Branch Financial Reporting Branch Property Reconciliation Branch

Hours of Operation

Grand Prairie, Texas:	7:45 a.m. – 4:00 p.m. CST
Smyrna, Georgia:	7:45 a.m. – 4:00 p.m. EST

How to Contact Us

Customer Service Inquiry Line	800 - 421 - 0323
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Fax Numbers

Travel and Transportation	504 - 426 - 8864
Miscellaneous Payments (including TELE and UTVN)	504 - 426 - 8637
Integrated Acquisition System	504 - 426 - 8247
Information Technology Services	504 - 426 - 8490
Administrative Payments Certification	504 - 426 - 8746

Mail Delivery

Please continue to send mail to the New Orleans, Louisiana, post office boxes until notified to do otherwise.

***In the event a disaster is declared, this fact sheet will be updated
and available on COD's Web site***

As of June 4, 2007